

**U.S. SECURITIES AND EXCHANGE COMMISSION
Delegated Examining Unit**

VACANCY ANNOUNCEMENT NUMBER: DEU-04-056

THIS IS A TEMPORARY POSITION NTE 09/30/2004

Opening Date: March 3, 2004

Closing Date: March 15, 2004

Office Automation Assistant, SK-326-05

THIS IS A BARGAINING UNIT POSITION

GRADE: SK-05 \$31,642 - \$44,244 per annum

PROMOTION POTENTIAL: Grade SK-5

VACANCIES: Two

OFFICE: San Francisco District Office

LOCATION: San Francisco, CA

SCHEDULE: 40 Hours Per Week

This job is open to all U.S. citizens.

WHAT WORK WILL YOU PERFORM

As an Office Automation Assistant, you will:

- Prepare a wide variety of correspondence and other documents.
 - Receive telephone calls, greet visitor, and provide routine information.
 - Establish, update, and maintain files.
 - Open and read all incoming mail, determine whether it relates to established file or a new matter, and route incoming mail to the appropriate staff. Prepare and index according to procedures; make notation of cross-referenced or related information, and attach any related material to incoming mail. Process outgoing mail and retain office copies of all outgoing mail, inter-office memoranda, or other papers in proper files.
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WHAT ARE THE QUALIFICATION REQUIREMENTS

Candidates must meet the specialized experience requirements OR the substitution of education described below:

Specialized Experience: For the SK-5 grade level, one year specialized experience equivalent to the SK/GS-4 grade level. Specialized experience includes work which included: (1) opening, reading, and referring mail to cross-reference related cases or establish file on new matter. (2) skill in operating personal computers utilizing hardware and software; (3) knowledge of general procedures to perform administrative duties such as prepare travel authorizations and vouchers, prepare correspondence utilizing proper grammar, spelling, punctuation and format, and proper procedures for filing and maintaining records.

Applicants must certify typing skills of 40 wpm or better.

Substitution of Education:

SK-5 - Have a Bachelor's degree; **OR** Have four years of education above high school leading to a Bachelor's degree. Please note that when education is used to meet specialized experience requirements for SK-5 when the Bachelor's degree has not been attained, the level of the course work completed must have been equivalent to the junior and senior levels of the baccalaureate program.

HOW ARE QUALITY RANKING FACTORS USED

Quality ranking factors are used to ascertain the extent of your knowledge, skills and abilities as they relate to the specialized experience. If you do not address the quality ranking factors to clearly describe the extent of your experience,

you may be determined ineligible or receive a low rating. These factors also will determine whether you will place among the top ranked candidates to be referred for interview.

1. Experience that demonstrates the ability to prepare a wide variety of correspondence and other documents.
2. Experience that demonstrates skill in the use of personal computers to produce spreadsheets and other data compilations.
3. Experience that demonstrates the ability to communicate orally and in writing.

FILING APPLICATIONS

Applications should be postmarked and mailed to U.S. Securities and Exchange Commission, Office of Human Resources and Administrative Services, 6432 General Green Way, Alexandria, VA 22312, no later than the vacancy announcement closing date. Hand delivered applications from within headquarters must be personally accepted and date stamped in OHRAS, Mini Personnel Office, Room 1120, Mail Stop 1-3 on or before the vacancy announcement closing date.

Applications received in postage-paid Government envelopes will not be considered and are a violation of Federal law and regulation. In accordance with agency policy, SEC will only accept FAX applications if there is evidence that they were not sent from Federal Government FAX machines. Applicants are reminded of legal prohibition against the use of Government envelopes or other property for other than officially approved activities. These prohibitions are contained in 5 U.S.C. 735.205, 39 U.S.C. and 18 U.S.C.

WHERE TO SEND APPLICATION:

**U.S. Securities and Exchange Commission
6432 General Green Way, Stop 0-1
Alexandria, VA 22312
Attention: Al Robinson
FAX: 703-914-0556 Voice: (202) 942-7772**

HOW TO APPLY AND WHERE TO SEND APPLICATION

See the attached “**Employment Guide.**” If you do not submit all information as requested, you may lose consideration for the announcement. This information will allow us to determine if you meet all legal requirements for Federal employment and the qualifications for this position.

EQUAL EMPLOYMENT OPPORTUNITY

Candidates will be considered without regard to any non-merit reason such as race, color, religion, age, sex, national origin, or disability. Disabled veterans, individuals with disabilities and veterans eligible for special OPM appointing authorities are strongly encouraged to apply.

REASONABLE ACCOMMODATION. The SEC provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency's Disabilities Coordinator, OHRAS. The decision on granting reasonable accommodation will be on a case-by-case basis.

SECURITY CLEARANCE. The individual selected may be subject to a security investigation. Favorable results on a Background Investigation may be a condition of employment or selection to another position.

EMPLOYMENT GUIDE
U.S. Securities and Exchange Commission
Office of Human Resources and Administrative Services
Alexandria, Virginia 22312

Thoroughly read this guide and provide all information requested.

This information will help us determine whether you meet legal requirements for Federal employment and evaluate your qualifications for the position.

APPLICATION	<ul style="list-style-type: none"> • Apply by submitting an <i>Optional Application for Federal Employment</i> (OF-612) or a résumé. • Copy or an original transcript(s). • Place in the top right corner of each page of your application: job title, grade and announcement number of the position for which you are applying. • Provide your social security number, name, address, home and office phone numbers for the Federal employment process. • Indicate when you are available to start work. • Make sure your application is complete and clear. An unreadable application will <u>not</u> be considered for the position.
LEGAL REQUIREMENTS	<ul style="list-style-type: none"> • United States citizenship required for jobs in the <i>competitive civil service</i>. • Males over age 18 born after December 31, 1959 must be registered with the Selective Service System or have an exemption.
EDUCATION & TRAINING	<ul style="list-style-type: none"> • List any formal education received in an accredited institution. Give full name and address of high school, college, university, law school; type of certificate, diploma, or degree; grade point average; and month, year degree earned (or when you expect to earn your degree). • List any certifications or diplomas from trade or vocational schools, or training courses you have had that are relevant to the position for which you are applying. Give the full name and address of the school; name of subject, beginning and ending dates of training (month and year); number of classroom hours completed; and certificate or diploma earned as appropriate. • You must <u>submit a copy of or the official college transcript</u> as proof of your college degree and/or number of semester or quarter hours completed.
EXPERIENCE	<ul style="list-style-type: none"> • Describe fully any work experience directly related to the experience required by the vacancy announcement. List the job title of your position; name and address of employer; supervisor's name and telephone number. <u>Regardless of whether your employment is in the Federal or private sector, you must show beginning and ending employment dates in month and year (i.e., March 2000, 3/00 or 3/2003). You must show average hours worked per week and starting, ending and/or present salary.</u> • Be explicit about what you did and what kinds of skills you used in doing it; evaluators cannot read meaning into what you write. Do not assume that the evaluator will understand what you do based on your title, the kind of business you were involved in, or the name of your organization or company. • Remember to indicate whether we may contact your present and previous employers. • If you are currently or were formerly employed as a civilian in the Federal Government, indicate the highest grade held and the appointment type (i.e., career, career conditional, temporary, excepted, etc.)
MANDATORY SELECTIVE FACTOR	<ul style="list-style-type: none"> • A mandatory selective factor is compulsory. • One of the most common mistakes that applicants make is not addressing the mandatory factor. You are ineligible for further consideration if you do not meet the factor.
QUALITY RANKING FACTORS	<ul style="list-style-type: none"> • Only applications meeting the minimum qualifications for the job are rated against a Rating Schedule. • Use extra sheets of paper to fully, but concisely describe any technical knowledge, skills and abilities, reporting relationships, and all work experience you have that relates to each Quality Ranking Factor. • Address each quality ranking factor to clearly describe the extent of your experience. You may be determined ineligible or receive a low rating if you do not address the factors. Your response to the factors will be measured against the Rating Schedule to determine your rating score and whether you will place among the top ranked candidates to be referred to the hiring official for further

	consideration and interview.
VETERANS PREFERENCE	<ul style="list-style-type: none"> • To receive 5-point veteran preference, you <u>must</u> submit a copy of your Certificate of Release or Discharge from Active Duty (DD-214) for each position for which you are applying. Visit website: www.opm.gov/veterans to verify veterans' preference. • To receive 10-point veteran preference, you <u>must</u> submit an Application for 10-point Veteran Preference (SF-15), along with an official statement dated within the last 12 months from the Dept. of Veterans Affairs or Armed Forces, certifying service-connected disability.
SPECIAL SELECTION PRIORITY	<ul style="list-style-type: none"> • This applies only to current or former career or career conditional Federal employees affected by reduction-in-force (RIF). Review your specific RIF notice about your rights and period of eligibility for special priority selection under the Interagency Career Transition Assistance Plan (ICTAP). • To receive special selection priority as a Federal employee, you must: (1) apply timely for a specific job announcement with no greater promotion potential than the position from which you have been or are being separated; (2) occupy or be displaced from a position in the same local commuting area of the vacancy for which you are requesting priority consideration; (3) have a current (or last) performance rating of record of at least fully successful; and (4) determined to be <u>well-qualified</u> as a displaced Federal employee for the SEC position. • To meet SEC's well-qualified criteria, you must: (a) receive a rating of above average (3 points) or higher in each quality ranking factor; or (b) receive a superior rating (5 points) to offset each quality ranking factor rated minimally qualified (1 point). If you are a surplus or displaced employee and meet SEC's well-qualified criteria, your application will be referred to the selecting official before any other qualified candidate inside or outside the Federal Government.
EVALUATION PROCEDURES	<ul style="list-style-type: none"> • A Human Resources Specialist will evaluate your application to determine whether you meet the minimum qualifications on the vacancy announcement. • A panel of subject matter experts will rank each qualified candidates' application against a Rating Schedule. The rating schedule is a tool designed specifically for rating the quality ranking factors for the position. Based on the panel's evaluation of your application, you will be given a rating score of 70 to 100. Additional points also will be given for veterans' preference, if appropriate. The names of the highest rated candidates will be put on a referral certificate and sent to the supervisor, who will make the final decision on who will be interviewed and hired.
FILING APPLICATION	<p>You may:</p> <ol style="list-style-type: none"> 1. Mail your application through the U.S. Postal Service. Mailed applications must be postmarked by the closing date of the announcement and received at the address below within 5 business days. 2. Hand deliver your application <u>only</u> to personnel staff at the address on the vacancy announcement. 3. Applications must be sent on or before the closing date of the announcement and not later than the Office's close of business day at 5:30PM Eastern Standard Time. <ul style="list-style-type: none"> • A separate application package is mandatory for each job of interest. • Application material not received by the deadline above will not be considered. • Federal regulations prohibit the use of government property for personal use.
WHERE TO SEND APPLICATION	<p>U.S. Securities and Exchange Commission Attention: Al Robinson 6432 General Green Way, Stop 0-1 Alexandria, VA 22312</p> <p>Fax Number: (703-914-0556)</p>
FIRST LEVEL APPEAL	<p>To file a formal inquiry or appeal, you must write to the Chief of the Classification, Staffing, Employee Benefits and Payroll Administration Branch at the address below, and include in your letter the information required under "Final Appeal." Your appeal must be filed not later than 90 days from the date of receipt of your letter, which informed you of your application status. The Branch Chief will review your application and send you a letter notifying you of the decision regarding your particular request or concern.</p>
FINAL APPEAL	<p>If you are dissatisfied with the Branch Chief's decision, you may request a final appeal within 30 calendar days of receiving the first notice of decision. To initiate a final appeal, you must write to: Associate Executive Director</p>

Office of Human Resources and Administrative Services
U.S. Securities and Exchange Commission
6432 General Green Way
Alexandria, Virginia 22312

Your letter should include the following information:

- Your name and address;
- Job title, grade and announcement number of the position for which you applied;
- Describe the concern and explain why you believe there is an error or oversight.
- If you need more information, describe the matter or process you are unsure about.

While your concern or question is being investigated, no change will be made to your rating status.
